

REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION

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April 27, 2004

DepED MEMORANDUM No. 188, s. 2004

ATTENDANCE TO THE HUMAN RESOURCE DEVELOPMENT ACTIVITIES
OF THE PERSONNEL OFFICERS ASSOCIATION
OF THE PHILIPPINES, INC. (POAP)

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

- 1. The Personnel Officers Association of the Philippines, Inc. (POAP) announces the conduct of the thirteen (13) Human Resource Development (HRD) activities for CY 2004.
- 2. These activities aim to enhance and strengthen skills of the officials and employees in the field of progressive personnel/HR management. These activities include annual conferences of HR officials and employees of the government bureaucracy on issues of national concern, seminars, workshops and training courses.
- 2. Participants to these activities are government HR officers, managers and practitioners and others interested in the practice of sound government HR administration.
- Enclosed are the list of HRD activities and the Registration Form.
- 4. For more information, please contact POAP at tel. nos. (02) 373-0817, (02) 373-3525, (02) 373-3468 or cell no. 0918928-2888.
- 6. Immediate dissemination of this Memorandum is desired.

سنسلب

EDILBERTO C. DE JESUS Secretary

Encls.: As stated Reference: None

Allotment: 1---(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CONFERENCES SOCIETY or ASSOCIATIONS WORKSHOPS

Madel:c:POAP 04-16-04

(Enclosure No. 1 to DepED Memorandum No. 188, s. 2004)



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

Room 310 Delta Bldg., West Avenue, West Triangle, Quezon City 1104 eM poap_org@vasia.com (7 (02)373-0817; (02)373-3468; (02)373-3525; (0918)928-2888

HRD ACTIVITIES FOR 2004

Date	Type of Activity	Seminar/Course Title	Seminar/Course Title Place	
Apr 19-22	Seminar (Non-Residential)	"Employee Relations"	Venus Parkview Hotel, Baguio City	Bactad & Barriatos
Jul 26-29	Seminar (Non-Residential)	"Your Job: Price or Prize?" Barcelô Asturias Hotel, Puerto Princesa City		Gatchalian, et al.
Aug 17-20	Training Course (Residential)	"Conflict Management"	Aloha Hotel, Manila	Barker
Aug 17-20	Training Course (Residential)	"Effective Written Communication Skills"	Aloha Hotel, Manila	' Quintana
Aug 17-20	Training Course (Residential)	"Managing Personnel Records"	Aloha Hotel, Manila	Arceo
Sep 07-10	Training Course (Residential)	"Effective Oral Communication Skills"	Aloha Hotel, Manila	Bactad
Sep 07-10	Training Course (Residential)	"Organizational Discipline and Administrative Accountability/Responsibility" (for non-lawyers only)	Aloha Hotel, Manila	Barriatos
Sep 07-10	Training Course (Residential)	"Effective Planning and Budgeting"	Aloha Hotel, Manila	Gatchalian & Cordon
Sep 20-23	Seminar (Non-Residential)	"Emerging Leadership of HR Practitioners"	Grand Men Seng Hotel, Davao City	Paruñgao, et al.
Oct 19-22	Training Course (Residential)	"Tools & Techniques for Developing Effective Work Teams"	Aloha Hotel, Manila	Quintana
Oct 19-22	Training Course (Residential)	"Career Planning and Development"	Aloha Hotel, Manila	Mendiola
Oct 19-22	Training Course (Residential)	"Core Competencies for HRMOs"	Aloha Hotel, Manila	Jorge
Dec 06-09	Convention (Non-Residential)	31 st National Conference on Public Personnel Administration	GSIS, Pasay City	

Seminar (non-residential) Fee

P4.800.00

P4,500.00 only for POAP members in good standing.*

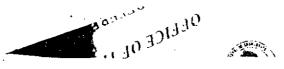
Training (residential) Fee

P8,500.00

P8,200.00 only for POAP members in good standing.*

* On record as of January 31, 2004.

OTHER TRAINING COURSES OFFERED: Andragogy; Building Partnerships; Designing A Training Program; Developing Effective Work Programs; Developing Skills for Collective Negotiation; Employee Counseling & Grievance Handling; Fostering Employee-Employer Relationship; HR Information System (eHR); Job Evaluation/Analysis; Organizational Culture and Management; Organization Development; Personnel Evaluation Systems; Practical Accounting & Finance for HRMOs; Stress Management; Total Quality Management; and, Transformational Leadership.



(Enclosure No. 2 to DepED Memorandum No. 188, s. 2004)



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2004 HRD PROGRAMS FOR GOVERNMENT HUMAN RESOURCE PRACTITIONERS

Registration Form

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